

DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

DATE: November 5, 2001

TO: Distribution List

FROM: Deborah Trub Wehrlen
Director

SUBJECT: Division Circular 31 "First Aid and Cardiopulmonary
Resuscitation Training

Attached is a revision of the above circular. The previous circular issued March 17, 1989 should be removed from your manuals.

There was only one change from the draft sent to you on July 13, 2001. The wording on Page 2, Section V B. has been clarified.

If you have any questions, please call James M. Evanochko, Administrative Practice Officer at 609-633-2209.

File Name: DC31

**DIVISION CIRCULAR #31
(N/A)**

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

EFFECTIVE DATE: November 9, 2001

DATE ISSUED: November 9, 2001

(Rescinds Division Circular #31, "First Aid Training", issued March 17, 1989)

- I. **TITLE:** First Aid and Cardiopulmonary Resuscitation Training
- II. **PURPOSE:** To establish policy and standards for training in first aid and cardiopulmonary resuscitation.
- III. **SCOPE:** This circular applies to all components of the Division and providers licensed in accordance with N.J.A.C. 10:44A - Community Residences for the Developmentally Disabled.

Providers licensed under N.J.A.C. 10:44B - Community Care Homes - shall attend a two week training approved by the Division but shall not be required to have first aid or cardiopulmonary resuscitation training.

IV. **POLICIES:**

- All first aid training programs provided shall be a nationally certified standard first aid course. An acceptable program is the American Red Cross Standard First Aid Program.
- All cardiopulmonary resuscitation training programs shall be nationally certified courses. Acceptable programs include the American Red Cross Cardiopulmonary Resuscitation Program and the American Heart Association Cardiopulmonary Resuscitation Program. All courses shall include a practicum as well as classroom training.

V. GENERAL STANDARDS:

- A. All required training shall be completed within 120 calendar days of initial employment or reassignment to direct client duties.
- B. Staff who hold current certification at the time of initial employment may not be required to repeat the initial training at the discretion of the employing agency.
- C. Training shall only be delivered by trainers holding current certification in a nationally certified course.
- D. Each individual receiving training shall be expected to attend all instructional phases.
- E. Individuals trained in first aid shall maintain their skills through participation in a refresher course at least every three years. Individual trained in cardiopulmonary resuscitation shall maintain their skills through participation in a refresher course at least every year.
- F. Individual records of training and certificates shall be maintained by the Division component or licensed agency.
- G. All affected Division components and provider agencies shall develop written procedures to ensure that the mandates of this circular are implemented.

Deborah Trub Wehrlen
Director

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